



**WEST of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES
COMMITTEE**

**Minutes of the
QUARTERLY MEETING**

Date: 23rd May, 2017

**The Best Western Garfield House Hotel,
Cumbernauld Road
Stepps
Glasgow
Lanarkshire
G33 6HW**

Present:

Fraser Smith (R.A. Co-chair)	F.S.	Argyll & Bute Council (A&B C.)
Anthony Black A.B.	Transport Scotland (T.S.)	
Kevin Buckley K.B.	Openreach (O.)	
Kevin Burns K.B.	Inverclyde Council (I.C)	
Angus Carmichael A.C.	Scottish Road Works Commissioner	
Jim Clegg J.C.	Glasgow City Council (G.C.C.)	
Jim Cowan J.Co.	SGN	
Lesley Craig L.C.	Renfrewshire Council (R.C.)	
Karyn Davidson K.D.	Vodafone (V)	
Jane Dunlop J.D.	Office of the Scottish Road Works Commissioner	
Jim Forbes J.F.	City Fibre (C.F.)	
Clare Gordon C.G.	Scotland Transerv (S.T.S.)	
Fiona McInnes F.McI.	Scottish Water (S.W.)	
Robert Mackay R.Mack.	East Renfrewshire Council (E.R.C.)	
Peter MacNab P.MacN.	Bear Scotland (N.W. Unit)	
Jonathon Moran J.M.	Transport Scotland (T.S.)	
Lance Scott L.S.	M.B.N.L.	
Ruth Scott R.S.	SSE (Telecom)	
Murray Sirel M.S.	East Renfrewshire Council (E.C.R.)	
Sharron Worthington S.W.	West Dunbartonshire Council (W.D.C)	

In Attendance:

George Borthwick G.E.B.	Secretary to RAUC(S)
Robert Young R.Y.	Digital Scotland (Scottish Government)

Apologies:

Susan Ewart	S.E.	Transport Scotland (T.S.)
Jillian Geddis	J.G.	Renfrewshire Council (R.C.)
Caroline McAdam (Chair)	C.McA.	Network Rail (N.R.)
Craig McQueen	C.McQ.	Scottish Water (S.W.)
Christopher Murray	C.M.	Sky (S.)
David Paton	D.P.	Bear Scotland M80 DBFO
Alex Rae	A.R.	SGN
Stephen Scanlon	S.C.	Openreach (O)
Kevin Skinner	K.S.	Scottish Water (S.W.)
Elaine Stewart	E.S.	S.P. Energy Networks (SPEN)
Mark Warden	M.W.	Gamma(G.)

1. Welcome, Attendance and Apologies

Fraser Smith, in the absence of Caroline McAdam, welcomed all to the West of Scotland Area RAUC meeting.

Apologies were recorded as listed above.

2. Approval of the Minutes of the Meeting Held on 21st February, 2017

a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 21st February, 2017 in the The Best Western Garfield House Hotel, Cumbernauld Road, Stepps, Glasgow, G33 6HW were approved as read.

b. Action Tracking Summary

The comments on the actions from the previous meeting are contained in the updated Action Tracking Summary.

3. Local RAUC Reports

The verbal reports from the Local RAUC meetings were recorded as follows: -

a) Glasgow City

J.C. reported that Glasgow City Region Project had funding for £1.13 billion for infrastructure projects in all the Council Areas in the WoS RAUC Area except for Argyll and Bute.

Some of these projects will affect the roads and there will be a need to ensure that where they do the S.U.s are invited to submit details of any works they require to carry out. This had not happened on Sauchiehall Street which had resulted in a delay to the Streetscape scheme.

Plans should be issued to the S.U.s as per the Coordination Code and responses sent in accordance with the stated times laid down in that Code. Where diversionary works are required the initial

estimates should be reviewed on completion of the works and the final account rendered based on the final measure. This may result in a rebate or an additional cost. This is a statutory requirement.

There were a number of Da2 Inspections which were not being dealt with resulting in a need to carry out repeat inspections to ensure there was not a road safety issue. Glasgow City have a report which they run which indicates the problem Notices which can then be raised with the S.U.

The S.U.s were asked to deal with outstanding Notices or advise the R.A. if it was not their plant.

J.C. indicated that at present the number of outstanding Scottish Water ironwork defects was at a historic low.

F.S. indicated that his R.A. did not have the resources to carry out repeated inspections. He commented that it would help if there was a charge which could be levied for these repeat inspections.

F.McI reported that Scottish Water have no outstanding ironwork defects and asked all R.As to check their records and inform her of any Defect Notices they still had as outstanding and she would check them.

Action – R.As

She added that it is possible that a site which was submitted as a Defect has been repaired under a third-party report and not closed on the Register. Hence the check by R.As would help to clean up the Register.

**b) Argyll & Bute, Inverclyde, Renfrewshire,
E. Renfrewshire & W. Dunbartonshire RAUC**

Issues raised included: -

- A SSEN Representative had attended the meeting.
- Da2 inspections (See above Item 3a)
- Core tests are being carried out on the beveled joints.
- Openreach – some progress is being made on Da2 reinstatements via Stephen Scanlon.
- Openreach – Some of the older Broadband reinstatements need to be dealt with. K.B. will speak to S.S.
- Inverclyde are to meet with Virgin Media on 24th June to discuss: -
 - Contractor / Sub Contractor relationship
 - Reinstatements (quality / length left awaiting reinstatement / location of boxes)
 - Several toby covers had been reported as missing in Barrhead.

Action – K.B.

In Glasgow, there had been a problem with poor contractor performance. They are not doing letter drops prior to commencing works and are not maintaining access.

4. Matters Arising from RAUC(S) Meeting 7th March, 2017

The previously circulated Minutes of the meeting were taken as read with the following comments: -

- National Coring Programme – The late running of some of the coring was discussed. The Co-Chairs are to report to the Commissioner with their recommendation on how to proceed with the publication of the report to accommodate this problem.

The late production of the results could give problems with the reinstatements being out of warranty and /or where the Contactor responsible for carrying out the work is no longer employed by the S.U. The Commissioner commented that the reinstatement remained the responsibility of the S.U.

- There is a need for R.A. representatives to join the various Working Groups to share the load for the Community. The volunteer does not need to be a member of RAUC(S) or an associated committee but should have some experience in the topic being dealt with by the Group. The involvement in the work of the Community will in future be an issue commented on in the Performance Review.

At present the SAT has its full share of members, the SROR now has some members but the Inspections and Coordination Groups need members.

- The results of the Inspection Costs Survey will be collated and will be compared with those in England.
- The Prescribed Fees for next year will depend on the results of the Register retender.
- Quality Plans Working Group – Two meetings have been held.
- SROR Working Group – A Roads Co-Chair is required and a R.A. Representative from WoS Area.
- Inspections Working Group - A R.A. Representative from WoS Area is required.
- Coordination Working Group - A R.A. Representative from WoS Area is required.

Volunteers for any of the Working Groups should contact F.S. who will pass their details to the RAUC(S) Co-Chairs.

- Core and Vac – The publication of the Advice Note is still awaited.
- Licenses and Permits Module Working Group – F.S. will attend this Group. He will check who else is on the Group and attend the meetings when they start.
- Validity Loophole – The view was that this was not a problem. The Register is set up to deal with the issue in accordance with the Codes and Advice Notes. When the Coordination Working Group meets they will be asked to review the issue but in the meantime the R.As should deal with any conflict resulting from the practice and decide who should have priority in commencing their works.
- Coal Tar Arisings – SEPA requirements are more onerous than those required in England under EPA. If the material is to be dealt with offsite there are major problems as the only location is thought to be in England. This will be discussed with SEPA and will remain on the Agenda for the RAUC(S) Meeting on 7th June.
- The danger of manhole covers on the wheel tracks used by cyclists and motor cyclists on bends. The S.U. must design their works to keep the covers and frames off the wheel track or at least provide and maintain skid resistance. K.S. will discuss this matter with the Scottish Water Safety Department and report back to RAUC(S).
- SRWR Concurrent Users – The Community appear to have taken notice of the Commissioner's request to use the Register for Noticing work only at peak times. This along with the reduction of the time out from 60 minutes to 30 minutes has resulted in the peak usage coming down from 300 to 250. Thanks to the Community.

- VAULT – Vodafone and Virgin Media are making positive noises about loading their data onto the system. Openreach may now be moving towards submitting data but they may not have all their data in a suitable format.
- Where poor performance is recorded in the Quarterly Reports comment must be made to the Commissioner indicating what action is being taken to deal with the problem.
- The Commissioner is still concerned about the numbers of Notices being issued by some R.As and has indicated that penalties may be issued if the situation is not improved. He said that the number of Notices were increasing as he suspected they would and he thought that all works which the Operators were aware of were being Registered but he suspected there were other works which were not being submitted to be registered. He asked the R.As to review their methods of working to assure themselves that all work which should be registered is reaching the Operator.
- There was a discussion about the damage caused to roads on approved diversions because of the increased traffic. The issue was the difference in the way R.As dealt with the problem and the request was for a standard method or Advice Note to deal with the situation. The view was expressed that as this was a Roads Scotland Act matter it was not matter to be RAUC(S) to administer.

5. National & Local Coring Update

a) National Coring Update

The Committee noted: -

- ESG had indicated that: -
 - 1 site was still to be cored in Argyll and Bute
 - About half the sites in Renfrew were still to be cored
 - About 18 sites are still to be cored in West Dunbarton
 - Glasgow, Inverclyde and East Renfrewshire sites are completed.

The SRWC explained that he was disappointed in the progress of the Coring Programme to date. He advised that he expected this programme to be brought to a close and that progress on this matter would be raised at RAUC(S) on 6 June 2017. The SRWC made the meeting aware that he was considering the situation at the moment and failure to progress the coring programme to completion may be considered a failure in co-ordination under Section 118 of NRSWA 1991, with respect to Roads Authorities.

Post Meeting Note: The SRWC has written to those involved in the Coring Programme with regard to progress.

b) Local Coring Programmes Update

No issues raised on this Item.

6. SRWC Report & Performance

a) SRWC Report

J.D commented on various issues as follows: -

- The Performance Reviews are being drafted and should be issued late June or early July. They will be sent to the C.E.O. with a copy emailed to the main contact.
- The new Training and Accreditation Legislation was published at the beginning of April but does not come into force until 4th September. The link to the legislation is available on the Commissioner's web site.
- The Traffic Management and Noticing training provided by L.H. and I.R. is available and can be arranged by contacting the Office.
- The Commissioner has issued a Penalty to CityFibre for breach of Safety and failure to comply with Scottish Legislation.

b) S.R.W.C. Indicators and Statistics

J.D. commented on the Statistics and Indicator Reports for the Organisations which were present at the meeting as follows: -

- A summary sheet in a Dash Board format was introduced this Quarter.
- All Organisations must record all notices on the Register – see above.
- Where a report comments on poor performance the relevant Organisation should respond to the Commissioner's Office at enquiries@srwc.gsi.gov.uk with an indication of the reason and what action is being taken to rectify the issue.
- Nationally in Quarter 3 the noticing failures (R2a & R2b) average is 0.07 for roads authorities and 0.07 for utilities. A failure rate of 0.15 or over is considered unacceptable by the Commissioner.
- Argyll and Bute – R9a Urgent works has increased to 12%.

A letter had been sent to the commissioner to update him.

- East Renfrewshire – Noticing Failures (R2a) are higher than average for the 4th quarter in a row although the number of notices have increased.

JD advised representatives from East Renfrewshire Council that Nisha Bunting of oSRWC was looking for a response to the meeting request she sent to Shona Fraser. RM stated he was looking for a response on his letter. JD advised she would check with Nisha however oSRWC were under the impression that no response was required, in anycase this could be discussed at a meeting. It remains that a meeting is to be arranged at the request of the SRWC.

- Glasgow City- Early starts (R10) continue to be very high at 0.72. Extensions (R12) are higher than average at 0.35. Comments on the number of early starts requested.
- West Dunbartonshire – A VAULT submission has still not been provided and requires action. The update has now been submitted.
- Transport Scotland M80 DBFO – No VAULT submission has been made as yet so this should be provided.
- Transport Scotland N.W. O.C. – R12 Work extensions have increased to 0.21 . R10 Early starts continue to be high at 0.35. A submission to VAULT should be provided extensions have increased.

A response has been sent to the Commissioner on these issues.

- Transport Scotland S.W.O.C. - Last VAULT submission was in July 2016 so this should be provided.

C.G. thought that an update had been made but she would check this out. **Action – C.G.**

J.M. asked for a copy of the VAULT update schedule.

**Action – Secretary
(Now Actioned – Closed)**

Utilities

- CityFibre - R10 Early starts have increased to 0.27. Sample inspections Cat B are at 50% (2 passed out of 4 inspections).

A meeting has been held with the Commissioner and steps are being taken to deal with the problems.

- EE - R18 Outstanding reinstatements – 2 still to be made permanent as reported last quarter. Still awaiting a VAULT submission.

The submission of the Vault Data is being considered but there are still some issues of security to be dealt with.

- Network Rail - No gazetteer submission since September last year. A submission to VAULT should be provided.

The Staff at the Scottish office is currently all off and Network Rail is trying to get support from the Office in England.

- Openreach – Still awaiting a VAULT submission.
- Sky – R2b Only one work recorded with 3 failures against it. The updated status of this Notice will be checked.
- SP Energy Networks – Statutory Sample Cat B are below 90%.
- SSE - R12 extensions have increased to 0.23 and should be monitored.
- SSE Telecom - R2b Noticing failures has increased to 0.27
- Virgin - R10 Early starts usage has increased to 0.28. R18 outstanding reinstatements greater than 6 months has increased to 64. A submission to VAULT should be provided.

A meeting with the Commissioner to discuss VAULT took place on 18th April.

- Vodafone – R10 Early starts usage has increased to 0.24. Cat B sample inspections below the 90% target pass rate.

The Commissioner has been informed that a VAULT submission will be underway soon.

- All should make every effort to keep their VAULT updated.

7. Safety

a) Safety Concerns/Issues

C.G. expressed concern about an Openreach operative who was working in a manhole in the verge with no signing and guarding, safety zone or protection from a vehicle adjacent to a 60mph road. She would have issued a Cat A failure but as it had not been registered (Minor Works Without Excavation) she was unable to do so.

This problem although not a Register offence is a much greater issue under safety at work. Because it does not need to be registered it does not take away the need for signing and guarding.

The Police have indicated that they will take action if they see a site or if it is drawn to their attention.

If the problem is seen on a site it should be immediately drawn to the attention of the person on site and should be reported to the S.U. Photographs and number plate details should be recorded.

This is a major safety issue and needs to be dealt with urgently via training. There have been fatalities with operatives working down manholes so there is a history.

RAUC(S) should be asked to review the Coordination Code looking at non-notifiable works. R.As require to know who is working in their networks therefore all works should be registered.

Action – F.S.

Openreach are aware of this problem and are reviewing the matter.

CityFibre indicated that they were now registering all works Notifiable or not.

b) Traffic Management Issues

No issues were raised at the meeting.

8. Information on Strategic Programmes of Works

The programme is still generally on planned Targets and has achieved nearly 2900 CABS in service across all of the 27 Councils in the Rest of Scotland Area, with over 590,000 Premises now connected to the fibre enabled network.

Argyll and Bute	16 CABS Live. 6 CABS / 0 FTTP to install in Deployment Plan for this and next Q
East Renfrewshire	25 CABS Live. 4 CABS / 4 FTTP to install in Deployment Plan for this and next Q
Glasgow City	488 CABS Live. 19 CABS / 12 FTTP to install in Deployment Plan for this and next Q
Inverclyde	39 CABS Live. 0 CABS / 1 FTTP to install in Deployment Plan for this and next Q
Renfrewshire	77 CABS Live. 10 CABS / 8 FTTP to install in Deployment Plan for this and next Q
West Dunbartonshire	65 CABS Live. 2 CABS / 2 FTTP to install in Deployment Plan for this and next Q

Note – CABS from previous Quarters but delayed may be implemented in this and the next Quarter.

Joint Surveys with Openreach and Council Officers have been held to agree CAB placement at some contentious sites.

Deployment is now getting to the harder to reach areas, where technology is also more difficult to implement. There is now more Exchange Only Line (FTTC EO) solutions required which involve 2 new Streetside Cabinets (or an All In One – AIO – Cabinet solution). Fibre to the Premise (FTTP) deployment is also starting to be deployed.

The “base” Programme ends in December 2017 but there will be further ongoing works associated with “Gainshare” in 2018 and beyond that the “R100 (reaching for 100%)” programme.

East Renfrew – R.Mack. reported that there were two developments with associated road works in East Renfrewshire. They are at Mardenhall ? and Barrhead.

Glasgow City - J.C. reported that the Glasgow City Region Project had funding for £1.13 billion for infrastructure projects in all the Council Areas in the WoS RAUC Area except for Argyll and Bute. These projects will require Coordination and are likely to create Traffic management issues.

The European Championships will be held in Glasgow in August 2018. These will be held at a number of venues and will result in Embargoes, closures and diversions.

9. Proposed Changes to Road Designations

No comment was made on programmes.

10. Management and Operation of the SRWR

J.D. gave a verbal report as follows: -

- The Retender process is on programme with the bids having been returned. The evaluation process is now underway.
- There are several Organisations (about one third) which have not paid their Fees. The deadline is the end of this month so all should check that their payment has been made. I.R. will assist.
- The June training courses are being booked up. The courses are as follows: -

Tuesday 27 June	SRWR for Promoters	New Statutory Undertaker Users
Wednesday 28 June	SRWR for Promoters	New Statutory Undertaker Users
Thursday 29 June	SRWR for Roads Authorities	New Roads Authority Users
Friday 30 June	SRWR for Licences	Roads Authority Users

- The response indicated satisfaction with the Symology course for experienced users.
- The message from the Commissioner to use the Register at Peak Times only for Registration purposes and the reduction of the Time Out to 30 minutes has had the desired affect and the peak usage is now down to about 250. The Community is thanked for their assistance and asked to continue with the current usage.
- A decision on the User Forums will be made after the appointment of the new Register Contractor.

11. Gazetteer Report

The previously circulated Gazetteer Report was taken as read with no issues raised. If there are any queries they should be passed to I.R.

12. Systems Assurance Team

The plan is to provide better SAT Minutes to future meetings.

Claire Gardiner and Clare Gordon have been appointed to SAT as experienced users.

13. Community Apparatus VAULT

The previously circulated Report was taken as read and comment noted in previous Items on the Agenda.

14. AOCB

a. Working Group Volunteers

As discussed, the names of Volunteers to the Working Groups should be passed to Alex Rae and Jim Clegg.

All R.As should consider joining the Working Groups or finding suitable staff within their R.A to provide input to the Groups.

b. Training and Accreditation

All Managers were reminded that after 4th September under the new Training and Accreditation Regulations all Operatives will require to be reassessed to get a new card when their existing one runs out. All should read the new Legislation and Guidance then checks should be made so that a programme of training can be in place.

c. Contact Details on Notices

There was a request for the ability to indicate three Contacts on Notices so that the S.U. / R.A. Contractor and Designer for the works can be indicated. This would mean that in cases where escalation is required the relevant contacts are available. This would also deal with the situation where there is a problem a few years on when the Contractor is no longer available or working for the S.U.

There is still concern that Traffic Management companies should not be appointed as agents because this is too low down the management chain and may not have the necessary knowledge of the type of work to carry out that task.

This matter requires to be reviewed and should be remitted for further consideration. F.S. agreed to remit to RAUC(S) and submit a Change Request to SAT. **Action – F.S.**

d. Newly Adopted Roads – Ability to Create a Restriction

The R.As raised the problem of newly adopted roads being damaged by SU work which was more than a short connection. There was currently no legislation to make the Restriction before the final surface of the road / footway is laid which could be some time before the road adoption.

There are instances when S.U.s submit a Notice for works not long after adoption and this could be happening more often with new fibre broadband networks being laid. Following discussion about the problem and as there was no apparent solution the Committee agreed to remit this topic to RAUC(S) for consideration. **Action – F.S.**

e. Tree Cutting Adjacent to the Road

A query was raised on what legislation to use to deal with traffic interruptions due to tree felling adjacent to roads.

The following two suggestions were made: -

- i. Register them as Non-Works Disruptions. This would allow the works to be carried out under temporary traffic control (manual or temporary traffic signals).
- ii. Deal with them under Section 58 of the Roads (Scotland) Act.

After discussions on these two suggestions the Committee agreed to remit this topic to RAUC(S) for consideration. **Action – F.S.**

15. Date and Venue of the Next Meeting

The Chair thanked all for attending and it was agreed that the next meeting would be held as follows:-

Next Meeting: – Tuesday 22nd August, 2017

**Venue: - The Best Western Garfield House Hotel,
Cumbernauld Road
Stepps
Glasgow
Lanarkshire
G33 6HW**

Future Meetings: - November Meeting

Tuesday 21st November, 2017

Meeting ended – 12.35pm